



Instructor User Guide



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TECHNICAL SUPPORT

You may encounter questions or problems not covered in these Help pages. Internet and Web technology change rapidly, and as we introduce new technologies to our sites, we will do our best to incorporate helpful instructions within custom components, as well as within these Help pages.

However, if you can't find an answer to your problems within these pages, please contact our technical support staff at the following website: www.mcgrawhill.ca/support

Please note: To help us address your query quickly, please carefully describe your problem, the browser (including version number) and operating system you are using.

Contact Us

By Email:
Please complete the following information and click the "Submit Question" button.
A customer support representative will contact you within 24-48 hours.

Only fields with an * next to them are required; however for fastest service, please fill out all fields below.


Your Information

| | | |
|----------------------|---|--|
| First Name* | <input type="text"/> | <p>Why do we need your contact information? We will only use this information to contact you regarding this issue. Privacy Notice</p> |
| Last Name* | <input type="text"/> | |
| Your E-mail* | <input type="text"/> | |
| Confirm Your E-mail* | <input type="text"/> | |
| Telephone* | <input type="text"/> Extn. <input type="text"/> | |
| Customer Type* | <input type="text"/> | |
| Country* | <input type="text"/> | |

Product Information

Product Name*

Upload a file Maximum upload size is 5mb.



Representatives are available

A customer support representative will contact you within 24-48 hours.

Support Hours

SUN 6PM-11PM
M-TH 8AM-11PM
FRI 8AM-6PM

All times are Eastern Time.

Internet Explorer 9

Unfortunately, Internet Explorer 9 is not fully compatible with Connect. You can still use it; however you will need to enable **Compatibility Mode**.

Please visit the following link by *Microsoft* in enabling **Compatibility Mode** if you wish to use Internet Explorer 9.

Microsoft Support: <http://support.microsoft.com/kb/956197>



GETTING STARTED

REGISTER/LOGIN

All of your Connect courses are accessed with the same login and password.

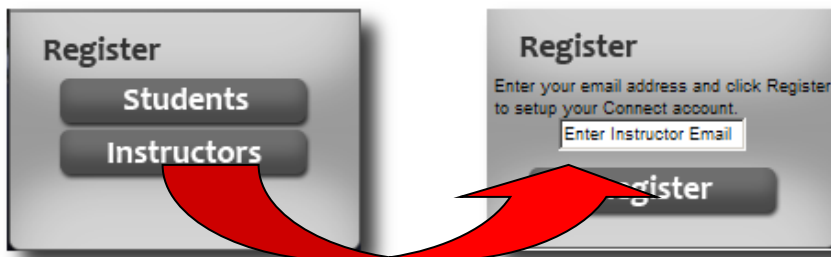
To get started in Connect follow these directions:

- a. Go to <http://connect.mcgrawhill.ca>
This will take you to the Connect Registration/Login Page.
- b. If you are a...
 - **Registered user:**
Sign in using your registered email address and password.
 - **New user:**
Click on the **Instructor** tab located below **Register**



NEW USER REGISTRATION

After clicking on the **Instructor** button, enter your email address. Then, click **Register**.



The next step will be to setup an instructor account.

You must provide course information, instructor information and login information.

Step 1 of 3: Course Information

Please provide the following information about the courses you are teaching with which you would like to use Connect. For different courses, please resubmit another copy of this form.

Book: Colquitt - Organizational Behaviour - Canadian Edition

Institution: McGraw-Hill University

Step 2 of 3: Instructor Information

First Name* Jane

Last Name* Doe

Step 3 of 3: Login Information

Email address* Jane.Doe@email.ca

Email (again)* Jane.Doe@email.ca

Enter a password for your account. This should be 6-20 characters and should not be a dictionary word or otherwise easily guessable.

Password* *****

Confirm password* *****

Timezone* Central CST/CDT

Request Connect Account Cancel

There are required fields in this form marked*

When you have completed the required information, click **Request Connect Account**.



ACCESSING YOUR COURSE

Once you have successfully created an instructor account, you will need to wait for your McGraw-Hill representative to approve it. You will receive an email when this is complete. You can then login at <http://connect.mcgrawhill.ca> as a registered user.

After you have logged into the Connect website, you will be taken to the “**My Courses**” homepage.

The screenshot shows the McGraw-Hill Connect website interface. At the top, there's a navigation bar with the McGraw-Hill logo, the word 'connect', and a 'help' button. Below this, a status bar indicates the user is logged in as 'Demo Instructor' with a 'Logout' link and a language dropdown set to 'English (en)'. The main content area is divided into two columns. The left column features an 'Exciting New Features' announcement and a 'My Courses' section. The 'My Courses' section includes a button to 'Request a new Connect course', a 'Sort By' dropdown menu (set to 'Course Name'), and a list of courses. The first course listed is 'Organizational Behaviour', with details: 'School: Giles University | Term: Fall 2011 | Section: 001 | Instructor: Instructor'. To the right of the course list is a 'Recycle course options' link. The right column of the main content area contains an 'Upcoming Events' section, which currently shows 'There are no upcoming events' and links to 'Go to calendar...' and 'New Event...'.

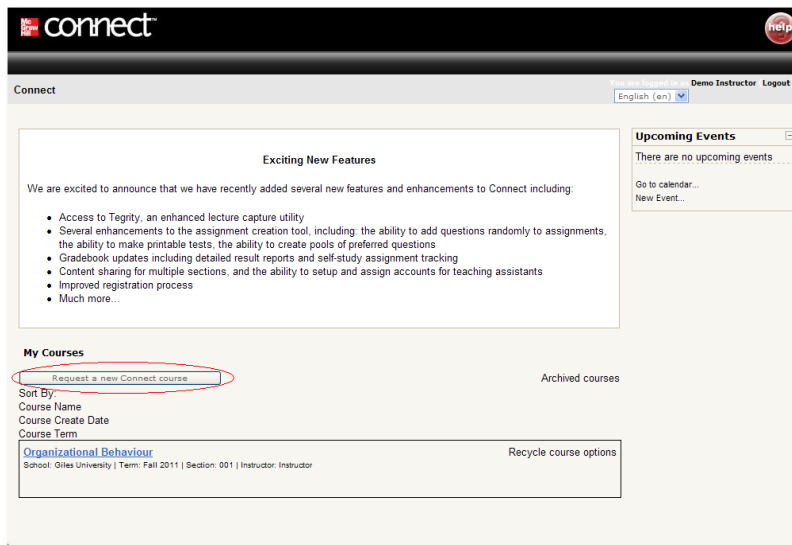
This is the location where all of your courses can be found. Each course will be hyperlinked under the **My Courses** heading; click on a link to access the desired course.

This is a close-up of the 'Organizational Behaviour' course link from the previous screenshot. The link is underlined and blue. Below it, the course details are displayed: 'School: Giles University | Term: Fall 2011 | Section: 001 | Instructor: Instructor'. To the right of these details is a 'Recycle course options' link.

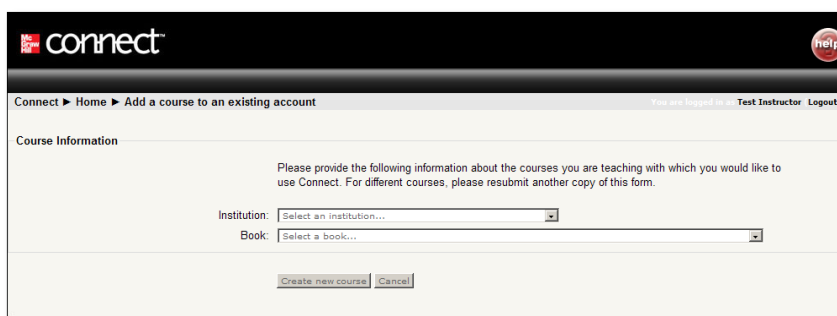


REQUESTING A NEW CONNECT COURSE

If you wish to add another book to your Connect account, you will need to request another Connect course. When you log into Connect you will notice a button at the top that says “Request a New Connect Course”.

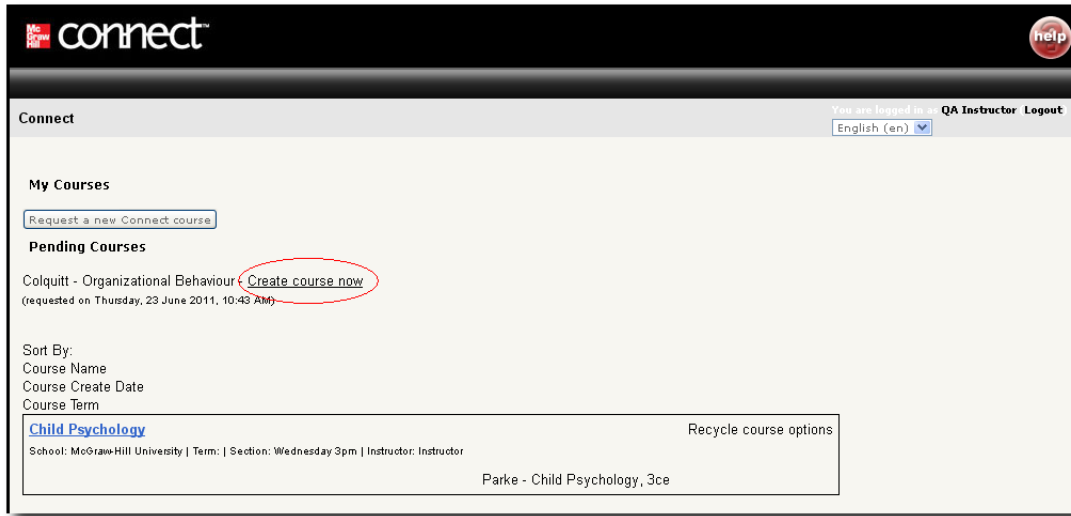


You will then be prompted with two drop down boxes where you will need to select your institution and the book you wish to add to your Connect account.



Once you have made your selection, click “Create new course” to have an email sent to your McGraw-Hill representative for approval. Once your course request has been approved, you will receive an email notification that your course has been approved.

When your course is approved, you can log into your Connect account and displayed will be a pending course. You will need to create the course in order to access it by clicking on “**Create Course Now**”.



connect™

help

Connect

You are logged in as QA Instructor Logout

English (en)

My Courses

[Request a new Connect course](#)

Pending Courses

Colquitt - Organizational Behaviour [Create course now](#)
(requested on Thursday, 23 June 2011, 10:43 AM)

Sort By:
Course Name
Course Create Date
Course Term

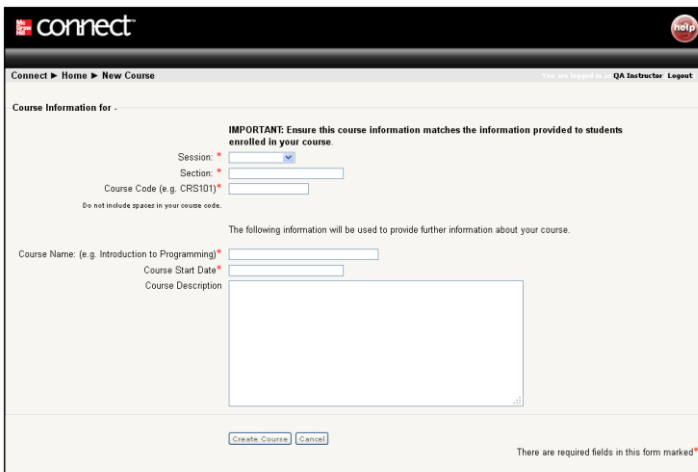
[Child Psychology](#) Recycle course options

School: McGraw-Hill University | Term: | Section: Wednesday 3pm | Instructor: Instructor

Parke - Child Psychology, 3ce

You will need to fill out the course details such as:

- Session (e.g. Fall 2010)
- Section
- Course Code (CRS101)
- Course Name (How you would like this course to appear to your students)
- Course Start Date
- Course Description (optional – additional details for you or your students to use)



connect™

help

Connect ► Home ► New Course

You are logged in as QA Instructor Logout

Course Information for:

IMPORTANT: Ensure this course information matches the information provided to students enrolled in your course.

Session: *
Section: *
Course Code (e.g. CRS101) *
Do not include spaces in your course code.

The following information will be used to provide further information about your course.

Course Name: (e.g. Introduction to Programming) *
Course Start Date *
Course Description

[Create Course](#) [Cancel](#)

There are required fields in this form marked*

Once you have filled out the course details, simply click “**Create Course**” to have your course placed in the queue for creation. This process can take up to five minutes to complete. Once your course is completed, you will be notified by email and your course will now be displayed under the “**My Courses**” heading in Connect. You may need to refresh your page if you do not see it listed.



COURSE RECYCLING

Course recycling is a new feature introduced into Connect, where rather than creating a new course for each individual semester, you can **Recycle** a course to reuse in a new semester.

Course recycling occurs automatically at the end of every semester. However you may wish to recycle your course manually, or, alternatively wish to delay the course recycling by a term.

Several actions occur when you choose to recycle a course. They are:

- **Gradebook Archiving:** Your gradebook is automatically backed up and archived for 2 years so you can reference at any time after a course has been recycled.
- **Student Enrollment:** Students are automatically removed from the course and into a self-study section. This will appear completely transparent to them. When they log in, they will have all of the same access as before, with the exception of being able to access assignments and grades.
- **Assignments:** Your assignments are kept in tact with your course, allowing you to assign them again for the new semester.

To recycle a course, click **Recycle Course Options** which can be located on the **My Courses** page. You are then presented with two options. The first option will let you manually recycle the course (you will be prompted again to confirm the course recycling). The second option will allow you to disable course recycling for one term.

Please Note: Course Recycling occurs automatically at the end of each term. If you wish to delay this for your course, you will need to disable the course recycling each and every term. Disabling it once does not permanently disable it, only for one term.

When you recycle a course, its grade book can be accessed via “**Archived Courses**” on your **my Courses** page.



COURSE HOMEPAGE

Each Connect course has its own homepage (shown below). The homepage is divided into several sections and they are described below.

The screenshot shows the McGraw-Hill Connect course homepage for 'Organizational Behaviour'. The interface includes a top navigation bar with links like Home, eBook, Assignments, Teaching Plan, Instructor Resources, and Gradebook. A search bar and a 'TOOLS' section with various icons are also present. The user is logged in as 'Demo Instructor' with a 'Logout' link and a 'Switch role to...' dropdown. The course information shows 'School: Giles University Term: Fall 2011 Section: 001'. A banner for 'ORGANIZATIONAL BEHAVIOUR' features a photo of students and the text 'Improving Performance and Commitment in the Workplace'. Below the banner is the 'Author Details' section with the 'Cengage' logo. The 'Administration' section includes links for Settings, Publish, and Manage TA Accounts. The 'Upcoming Events' section states 'There are no upcoming events' and provides links to 'Go to calendar...' and 'New Event...'. The main content area has a link to 'Click here to make this course available to your students now.' and an 'Additional Content' section with links to 'Management History Timeline', 'Manager's Hot Seat', 'Guide for Online Research', 'Test Your Knowledge', and 'Self Assessments'. A list of chapters from Chapter 1 to Chapter 12 is displayed on the right side.



ADMINISTRATION

As an instructor, you will have several features available to you for your course.

- Settings
- Publish
- Manage TA Accounts
- Section

Settings

This will take you to your course settings which will allow you to edit the course details. You can edit your course name, course code, section and section. Click **Save changes** to finalize any changes you may have made.

Publish

This allows you to publish your course. See **Publishing** for full details.

Manage TA Accounts

This feature allows you to create and manage any TA Accounts you may wish to have for your course(s).

To create a TA account, click **Create a new TA Account**.

| Section | TA Name | Actions |
|---------------|---------|---------|
| Wednesday 3pm | | |

Next, you will need to fill in the TA account information. You will be required to fill in:

- First and last name
- Email address
- A password for the account
- Section



Higher Education

Please Note: If you have not created any additional sections, Course Wide will be the only section available; otherwise you will see any sections created listed. Select the appropriate section or choose course wide to designate where the TA will have access to.

Create a TA/read only instructor account

TA Information

First Name*

John

Last Name*

Smith

Login Information

Email address*

john.smith@email.com

Email (again)*

john.smith@email.com

Enter a password for the account. This should be 6-20 characters and should not be a dictionary word or otherwise easily guessable.

Password*

Confirm password*

Timezone*

Eastern EST/EDT

Section(s)*

Course wide

submit

There are required fields in this form marked*

To view any created TA accounts, update TA account information, or create additional TA Accounts, click **Manage TA Accounts** on the course page and any TA Accounts created will be listed.

| Current TA Accounts: | | |
|---|-----------------------------------|-----------------|
| Create a new TA Account | | |
| Section | TA Name | Actions |
| Wednesday 3pm | John Smith [John.Smith@email.com] | Update Delete |

Section

This feature allows you to create sections for your course. Previously, you had to create a course for each section. However now you will need only one course which you can create multiple sections in.

To create a new section, click **Section** in the administrative box on the course page. This page will display any sections created and will allow you to create a new section. Click **Create a new section** to add a section to your course.



Once you fill in the details of the new section, you will be able to view any students enrolled in a section and the sections itself, by clicking **Section** on the course page again.

| Name | Enrolment Key | # Of Users |
|---------------|--------------------|------------|
| Morning 9am | 7199-Morning 9am | 0 |
| Wednesday 3pm | 7199-Wednesday 3pm | 4 |

By clicking on the numerical digit in the **# of Users** field, you will be presented with the roster of students in that particular section including instructor, TA's and student accounts.

| User name | Email address |
|---------------|-----------------------------|
| Instructor QA | qaainstructor@mcgrawhill.ca |
| Smith John | John.Smith@email.com |
| Student2 Demo | demo_student2@mcgrawhill.ca |
| Student3 Demo | demo_student3@mcgrawhill.ca |



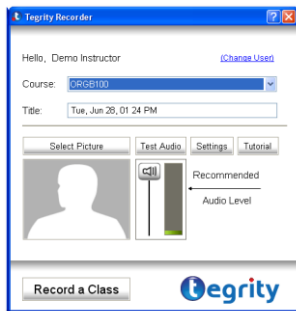
TEGRITY

Tegrity is a specialized lecture capture plug-in available with Connect, where you can record your lectures via voice, video or screen display and make them available to your students. By clicking on the **Tegrity** link on the main course page, a new window or tab will open which will detect if your popup blocker is on, and if so, to allow **Tegrity** to open in the new tab/window.



Once finished, you will be logged into **Tegrity**, where you be presented with your class list. Clicking on your class, you will find (if any) recordings you have previously taken.

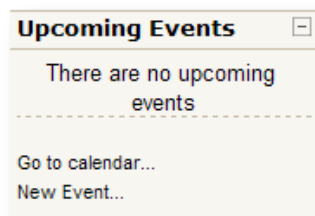
To begin recording, you need to first setup the **Tegrity** recorder. Click **Record a Class** in order to automatically set up the plug in and launch **Tegrity** Recorder.



For additional **Tegrity** help and tutorials, please visit the help site which can be located by clicking **Help** on the right hand side of your **Tegrity** page.

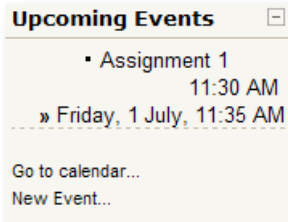
CALENDAR

The **Upcoming Events Calendar** lets you track when assignments are due, as well as create events in your calendar which will appear on the **Upcoming Events** dashboard.



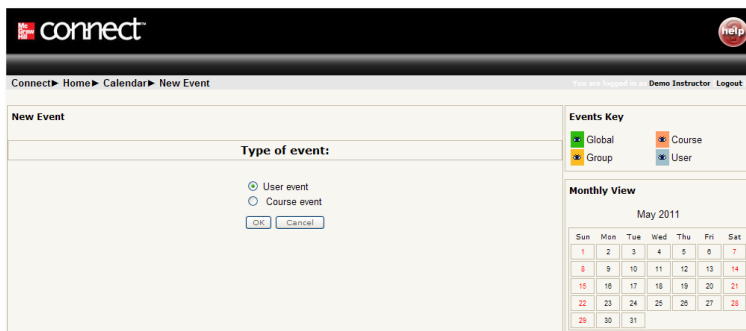


Once an assignment has been created, it will appear in both yours and your student's dashboard.



CREATING A NEW EVENT

To create a new event in your calendar, click **New Event...** on the dashboard widget. You will be taken to your event creator, which will also display a convenient calendar to the right hand side for your reference.



You can choose to create a new **User Event** or a **Course Event**. **User Event's** are personal items which you may wish to make note of, or essentially how you would use a personal calendar for. **Course Events** are public events which can be seen by both you and your students (I.E. Group presentation dates or important dates you wish to share with your students).

Once you make your select and click **Ok**, you will be prompted to fill out the required information.



Higher Education

connect help

Connect ► Home ► Calendar ► New Event

You are logged in as Demo Instructor Logout

New Event (User event)

Name:

Description:

Date: 28 June 2011 Time 11:50

Duration: ☒ Without duration
☐ Until 28 June 2011 Time 11:50
☐ Duration in minutes

Repeats: ☒ No repeats
☐ Repeat weekly, creating altogether ☐ events

Events Key

Global Course
Group User

Monthly View

May 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

June 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

July 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

You will need to fill in a **Name** and **Description** for the event, specify the **Date** and **Time** for the event, and can select the **Duration** and if necessary, **Repeats** settings. Once complete, click **Save Changes** and your new event will be populated into your calendar.

connect help

Connect ► Home ► Calendar ► 18 November 2011

You are logged in as Demo Instructor Logout

Day View: ORGB100

◀ Thursday Friday, 18 November 2011 Saturday ▶

Meeting Course Coordinator 02:30 PM » 03:30 PM

Meeting with course coordinator regarding final examination.

Events Key

Global Course
Group User

Monthly View

October 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

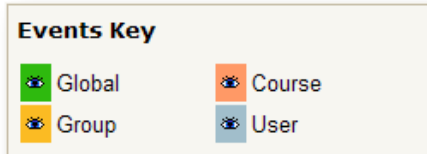
You can view your calendar at any time by clicking “**Go to calendar...**” on the events calendar dashboard. Your calendar will be presented to you at 3 month intervals, where events will be highlighted on the calendar day, and by hovering over the day, a popup will quickly display the event for that day.

You can also create an even by clicking **New Event** on the top of the calendar and following the procedures outlined above.



Higher Education

The **Events Key** is a legend which allows you to toggle which type of event to display on the calendar. They are colour coded by type, and by clicking on the type, allow you toggle the display of that particular event on or off.



EXPORTING YOUR CALENDAR

You can export your calendar in iCalendar format by clicking **Export Calendar**. You will need to select what to export, either **All Events** or **Events related to this course**, as well as selecting the time frame.



You can also generate a link for the iCalendar file to download externally by clicking “**Get calendar URL**”.

CALENDAR PREFERENCES

You can change a number of settings for your calendar which include:

- Time display format: Toggle between 12 and 24 hour format. The default is the 24 hour clock.
- First day of the week: Lets you determine when the calendar week begins. Default is Sunday.
- Maximum upcoming events: Maximum number of events that will be displayed. It is advised to keep this number low to avoid cluttering your screen.
- Upcoming events look ahead: This determines how far ahead an event will be displayed. If an event is further than this value, it will never be displayed.
- Remember filter settings: Allows you to save the filter for your calendar so it will be reloaded every time you log into Connect.



Connect ► Home ► ORGB100 ► Preferences

You are logged in as Demo Instructor Logout

Preferences

Time display format: Default

You can choose to see times in either 12 or 24 hour format. If you choose "default", then the format will be automatically chosen according to the language you use in the site.

First day of week: Sunday

Calendar weeks will be shown as starting on the day that you select here.

Maximum upcoming events: 10

This sets the maximum number of upcoming events that can be displayed. If you pick a large number here it is possible that upcoming events displays will take up a lot of space on your screen.

Upcoming events look-ahead: 21

This sets the (maximum) number of days in the future that an event has to start in in order to be displayed as an upcoming event. Events that start beyond this will never be displayed as upcoming. Please note that **there is no guarantee** that all events starting in this time frame will be displayed, if there are too many (more than the "Maximum upcoming events" preference) then the most distant events will not be shown.

Remember filter settings: No

If this is enabled, then Moodle will remember your last event filter settings and automatically restore them each time you login.

Save changes

MENU BAR



The menu bar is found at the top left hand corner of the webpage and has been created to facilitate navigation. It has six main categories:

HOME

Home returns you to your course's homepage.

EBOOK

The **eBook** tab opens your course's electronic book where you have the ability to search by chapter and relevant subsections; access to the book's table of contents, index and glossary is also available through this link.

You can view the eBook in two different formats: (1) **Interactive View** and (2) **Book View**. **Interactive View** allows you to interact with the eBook, creating bookmarks, sticky notes, highlighting and more.



Book View is an onscreen representation of the printed text, and cannot be used with the Connect tools.

The eBook is used in conjunction with the tool bar so that you can create a personalized teaching plan (see **Tool Bar** for more information).

Interactive View:

Book View:



ASSIGNMENTS

The **Assignments** tab allows an instructor to create, edit and release custom assignments to their students.

Create a New Assignment:

Click on the Assignments option in the top menu bar.



To create a new assignment click on create assignment.



The “**Assignment Builder**” bar will guide you through the steps required to successfully create an assignment.



There are four easy steps to building a custom assignment.

Step 1: Name Assignment

Name your assignment and add a description if desired (optional). Once complete, click **Next**.



Connect ► Home ► Assignments

You are logged in as QA Instructor Logout

Step 1 Name Assignment **Step 2** Select Questions **Step 3** Add Rules **Step 4** Assign

Add Name

Name your assignment

Enter a name for your assignment: *

Enter instructions for your students (optional):

Save & Exit Exit Next

There are required fields in this form marked *.

Step 2: Select Questions

This is where you will add and arrange each assignment's content

- a) Use the drop down menu to select from available question banks. You can select your assignment questions from several different sources within the question bank:

connect

Home ► eBook ► Assignments ► Teaching Plan ► Instructor Resources ► Gradebook

Search

TOOLS

Connect ► Home ► Assignments ► Assignment 1

You are logged in as QA Instructor Logout

Step 1 Name Assignment **Step 2** Select Questions **Step 3** Add Rules **Step 4** Assign

Add Questions Create/Edit Questions Pool Management

Question Pool Please select a pool

Filters Clear Filter

Assignment

No questions have been added yet

Previous Save & Exit Next

Connect Questions: Questions that have been specifically authored for the Connect Course

Computerized Test Bank: Questions also contained in our test bank software



Professors Questions: Questions you have personally created. This bank can only be used once you have created questions through “**Create/edit questions**”

Self-Study quizzes: Also available to students through the Connect student homepage. These questions can be assigned, graded and recorded in the grade book, but unless they are hidden (see “**Turn Editing On**”) they are also available in the Student study resources.

Select a Chapter and choose from the list of questions available.

You can filter the questions by chapter, by question type (i.e. multiple choice, true/false, essay) and when available by Bloom's Taxonomy and Difficulty Level.

The screenshot shows the McGraw-Hill Connect Instructor interface. At the top, there's a navigation bar with links: Home, eBook, Assignments, Teaching Plan, Instructor Resources, and Gradebook. A search bar and a 'TOOLS' section with various icons are also present. The user is logged in as 'QA Instructor'.

The main area is titled 'Assignment 1' and features four steps: Step 1 Name Assignment, Step 2 Select Questions (highlighted in red), Step 3 Add Rules, and Step 4 Assign. Below these steps, there are tabs for 'Add Questions', 'Create/Edit Questions', and 'Pool Management'.

Under 'Add Questions', a 'Question Pool' dropdown is set to 'Ch01'. There are 'Filters' and 'Clear Filter' buttons. Below this, a section allows adding '1 random questions' with an 'Add' button. A pagination bar shows 'Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 (Nex'. Action buttons include 'Select all / Deselect all', 'Add ✓ to Assignment', and 'Copy ✓ to Question Pool'.

A list of questions is displayed, each with a checkbox and a 'Pool Add' icon:

- ☐ ESS Correlational studies and experiments are frequently misunderstood and confused. What do you under...
- ☐ ESS Define continuous and discontinuous development and give a theoretical example.
- ☐ ESS Describe advantages and disadvantages of direct observation.
- ☐ ESS Describe the cognitive processes of assimilation and accommodation according to Piaget. Provide an...
- ☐ ESS Describe the sequential method and its advantages over the cross-sectional and longitudinal method...
- ☐ ESS Describe the strengths and weaknesses of any two of the main theories described in the text.

On the right side, the 'Assignment' section states: 'No questions have been added yet'.



Questions are added to the Assignment by one of two ways:

- Clicking the **Add** button next to a question. Use this method to add one individual question.
- Selecting a question's check box and selecting **Copy Check to Question Pool**. Using this method will allow you to add multiple questions at a time.

The question pool will be on the left hand side, while the assigned questions will appear on the right hand side, or the **Assignment** pane. When a question has been added from the question pane to the

Assignment pane, it will remove itself from the question pool, as to prevent a question from being added more than once in the same assignment.

To remove questions, click "**Remove**" next to the question in the **Assignment** pane. You can also remove multiple questions by selecting the check box(s) and selecting "**Remove checked from Assignment**".

Connect ► Home ► Assignments ► Assignment 1 You are logged in as QA Instructor Logout

Step 1 Name Assignment Step 2 Select Questions Step 3 Add Rules Step 4 Assign

Add Questions Create/Edit Questions Pool Management

Question Pool Ch01

Filters Clear Filter

Add 1 random questions Add ?

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 (Next)

Select all / Deselect all
Add ✓ to Assignment
Copy ✓ to Question Pool

☐ ESS Discuss three theoretical assertions of ethological theory.

☐ ESS Ethical codes in psychology typically state that research is to be nonbiased in relation to race, ...

☐ ESS Explain why it is important for developmental psychologists to study different cultures.

☐ ESS How do parents, teachers, and peers contribute as sources of information gathered about children?

☐ ESS Identify three different responses of individuals to risk.

☐ ESS Identify two theoretical assumptions of each: the nature position and the nurture position.

☐ ESS If you were to develop your own theory of child development, which themes would you include and wh...

☐ ESS The nature/nurture controversy has been a longstanding issue in child development. The 1980s empha...

☐ ESS What advantages does a laboratory experiment have over a correlational method?

Assignment

Select all / Deselect all
Remove checked from Assignment

| # | Type | Question | Grade | Order |
|---------------------------------|------|--|----------|-------|
| <input type="checkbox"/> Remove | 1 | ESS Correlational studies and experiments are frequently misunderstood and confused. What do you understand to b... (Ch01) | 1 | ↓ |
| <input type="checkbox"/> Remove | 2 | ESS Define continuous and discontinuous development and give a theoretical example. (Ch01) | 1 | ↑ ↓ |
| <input type="checkbox"/> Remove | 3 | ESS Describe advantages and disadvantages of direct observation. (Ch01) | 1 | ↑ ↓ |
| <input type="checkbox"/> Remove | 4 | ESS Describe the cognitive processes of assimilation and accommodation according to Piaget. Provide an example o... (Ch01) | 1 | ↑ ↓ |
| <input type="checkbox"/> Remove | 5 | ESS Describe the sequential method and its advantages over the cross-sectional and longitudinal methods. (Ch01) | 1 | ↑ ↓ |
| <input type="checkbox"/> Remove | 6 | ESS Describe the strengths and weaknesses of any two of the main theories described in the text. (Ch01) | 1 | ↑ ↓ |
| <input type="checkbox"/> Remove | 7 | ESS Describe three significant early events in Canadian Developmental Psychology. (Ch01) | 1 | ↑ |
| | | | Total: 7 | |

Remove checked from Assignment



There are three icons next to each question:

- **Magnifying Glass:** This allows you to preview a question.
- **Pool:** This allows you to add a question to a question pool (see **Question Pools**).
- **Add:** This allows you to add the individual question to the assignment.



You can change the order of the question as well as the question value under the **Grade Order** heading next to each question. The default grade point assigned to the question will be present, while the total value of the quiz will be at the bottom. If you manually change the value of the questions, the total will automatically update to represent the new value of the assignment.

Grade Order

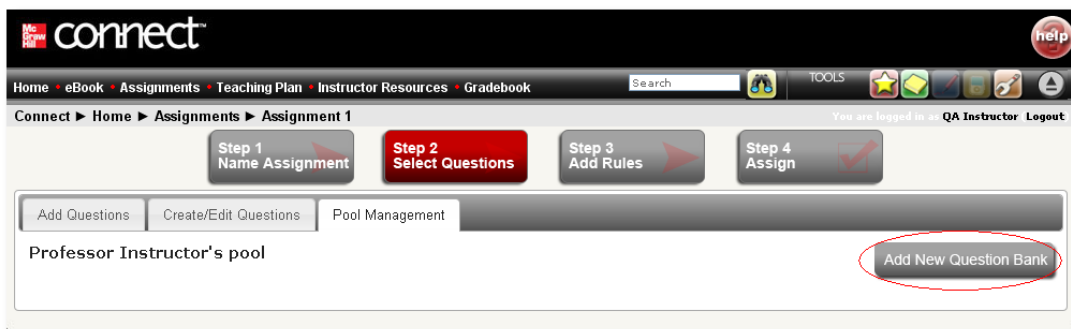
| | | |
|---------------|--------------------------------|----------|
| | <input type="text" value="2"/> | |
| | <input type="text" value="1"/> | |
| | <input type="text" value="1"/> | |
| | <input type="text" value="1"/> | |
| | <input type="text" value="1"/> | |
| | <input type="text" value="1"/> | |
| | <input type="text" value="1"/> | |
| Total: | | 8 |



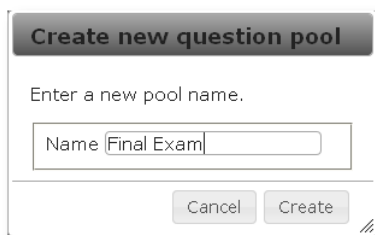
Question Pool

You can create a custom **Question Pool** which you can add questions to for quick access and future use. If you find particular questions you want to use on an exam, but don't want to remember where exactly they were, you can add them to a **Question Pool** which you can reference and add from at any time.

You will need to create the **Question Pool** first, by selecting **Pool Management**. Here is where you can manage your **Question Pools**. You can create, rename and delete question pools from here. To begin, click **Add New Question Bank**.



A popup will occur where you will need to enter the name of the question pool and click **Create**.



Once the **Question Pool** has been created, you will see it listed under **Pool Management**.

When you find a question you want to add to the **Question Pool**, simple click “**Pool**” next to the question, or if you have selected multiple questions, click **Add checked to Question Pool**.

To access the pool's questions, simply select the **Question Pool's** name from the drop down when selecting which test bank to load.



Step 3: Add Rules

Choose the policies that you would like to set for your assignment. For example, decide the assignment's availability and due date, time limit and number of attempts allowed for students.

Policy Tab

Step 1 Name Assignment Step 2 Select Questions **Step 3 Add Rules** Step 4 Assign

Preset Policy Policy Other Settings Feedback Review

Max Grade: 7 ☐ Set custom max grade

Attempts allowed: Unlimited

Password protected:

Questions per page: Unlimited

Scramble questions: ☐

Scramble question answers: ☐

Grading method: Highest grade

Apply penalties: No

Available: 23 June 2011 10 55 ☐ Disable

Due: 23 June 2011 13 50 ☐ Disable

Time limit (minutes): ☐ Enable

Time delay between first and second attempt: None

Time delay between later attempts: None

Previous Save & Exit Other Settings Next

From this page you will be able to set the rules, or policies of your assignment. You can select from the following options:

- Max Grade:** If unchecked, the default grade for the total questions will be displayed. You can manually change this by selecting “**Set custom max grade**” and entering your own value.
- Attempts allowed:** Allows you to specify the number of attempts allowed for the assignment.
- Password Protected:** Allows you to password protect your assignment.
- Questions per page:** Allows you to specify the number of questions that will display at a time to the students.
- Scramble questions:** Allows you to scramble the order of the questions.
- Scramble question answers:** Allows you to scramble the order of the answers/distracters for each question.
- Grading Method:** Allows you to set the grading method.
- Apply Penalties:** Allows you to apply a penalty to any incorrectly answered questions when there is more than one attempt for a quiz.



- i. **Availability and Due dates:** Sets the start and end date and time for the assignment. You can disable either of these options if you do not want a date and time specified.
- j. **Time limit (minutes):** Allows you to set a time, in minutes, for the assignment.
- k. **Time between first and second attempt:** If you have more than one attempt, lets you set the time between attempts can be taken. The next option allows you to set it for third or later attempts.

Other Settings Tab

Options

- a) **Show quiz in a secure window:** The "secure" window tries to provide a little more security for quizzes (making copying and cheating more difficult) by restricting some of the things that students can do with their browsers.

What happens is that:

- JavaScript is made a requirement.
- The quiz appears in a new full screen window.
- Some mouse actions on the text are prevented.
- Some keyboard commands are prevented.

NOTE: This security is NOT watertight. Do NOT rely on these protections as your sole strategy. It is impossible to implement complete protection of quizzes in a web environment so please do not rely on this option as your only security measure.

- b) **Set a required network address:** This field is optional. You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This is especially useful for a proctored quiz, where you want to be sure that only people in a certain room are able to access the quiz.



- c) **Allow each attempt to build on the last** - If multiple attempts are allowed and this setting is set to "Yes", then each new attempt contains the results of the previous attempt. This allows a quiz to be completed over several attempts. To show a fresh quiz on every attempt, select No for this setting.
- d) **Adaptive mode** - not currently active.
- e) **Decimal digits in Grades:** By using this setting you can select the number of digits that should be shown after the decimal point when displaying student scores or grades. For example choosing '0' means the displayed grades will be rounded to integers. This setting only affects the display of grades. It does not affect the internal calculations and rounding of the grades.

Feedback Tab

The overall feedback is some text that is shown to a student after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got. For example, if you enter:

- Grade boundary: 100%
Feedback: Well done
- Grade boundary: 40%
Feedback: Please study this week's work again
- Grade boundary: 0%

Then students who score between 100% and 40% will see the "Well done" message, and students who score between 39.99% and 0% will see the other message.

That is, the grade boundaries define ranges of grades, and each feedback string is displayed to scores within the appropriate range.

The grade boundaries can be specified either as a percentage, for example "31.41%", or as a number, for example "7". If your quiz is out of 10 marks, a grade boundary of 7 means 7/10 or better.



Review Tab

By using the drop down menu you can choose a preselected set of feedback options, the four categories we've created are Homework, Practice, Quiz or Exam, you can alter any of the display options within these categories to include or exclude the following options:

- **Responses:** The student's selected answer for the question
- **Answers:** The correct answer to the question
- **Feedback and General Feedback:** Displays the rational as to why their selection was correct or incorrect, including referencing page numbers.
- **Scores:** The students score for the quiz
- **Overall Feedback:** Feedback you have specified in the 'Overall Feedback' tab.

Connect > Home > Assignments > Assignment 1

Step 1 Name Assignment Step 2 Select Questions **Step 3 Add Rules** Step 4 Assign

Preset Policy Policy Other Settings Feedback Review

Immediately after the attempt Later, while the quiz is still open After the quiz is closed

| Immediately after the attempt | Later, while the quiz is still open | After the quiz is closed |
|--|--|--|
| <input checked="" type="checkbox"/> Responses | <input checked="" type="checkbox"/> Responses | <input checked="" type="checkbox"/> Responses |
| <input checked="" type="checkbox"/> Answers | <input checked="" type="checkbox"/> Answers | <input checked="" type="checkbox"/> Answers |
| <input checked="" type="checkbox"/> Feedback | <input checked="" type="checkbox"/> Feedback | <input checked="" type="checkbox"/> Feedback |
| <input checked="" type="checkbox"/> General feedback | <input checked="" type="checkbox"/> General feedback | <input checked="" type="checkbox"/> General feedback |
| <input checked="" type="checkbox"/> Scores | <input checked="" type="checkbox"/> Scores | <input checked="" type="checkbox"/> Scores |
| <input checked="" type="checkbox"/> Overall feedback | <input checked="" type="checkbox"/> Overall feedback | <input type="checkbox"/> Overall feedback |

Previous Save & Exit Next

Step 4: Assign

This is where you decide which course and section will be taking the assignment, as well as your assignment's location on the homepage. Here will also display the quiz name and number of questions, as well as the policy options you have set for the assignment.

You can select these with the drop down menu, selecting which course and section, and then selecting where on the home page to place the assignment.



You can also print a hard (paper) copy of the assignment by clicking “**Print View**”, and you can also preview the assignment prior to assigning by clicking “**Preview**”.

Connect ► Home ► Assignments ► Assignment 1 You are logged in as QA Instructor Logout

Step 1 Name Assignment Step 2 Select Questions Step 3 Add Rules Step 4 Assign

Assign

Quiz info

Quiz name: Assignment 1
of questions: 7

Policy

Start time: Thursday, 23 June 2011, 10:55 AM
End time: Thursday, 23 June 2011, 01:50 PM
Timelimit: None
Max grade: 7
Scramble questions: No
Scramble answers: No
Password: No

Other settings

Secure window: No

Select Course

Section

Assign To

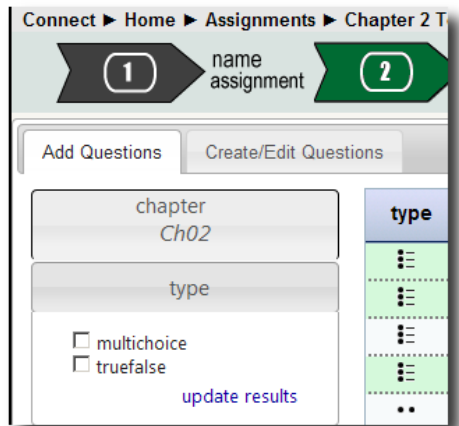
Print View



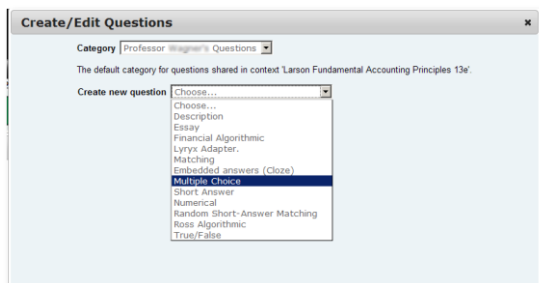
Higher Education

Creating Your Own Custom Questions

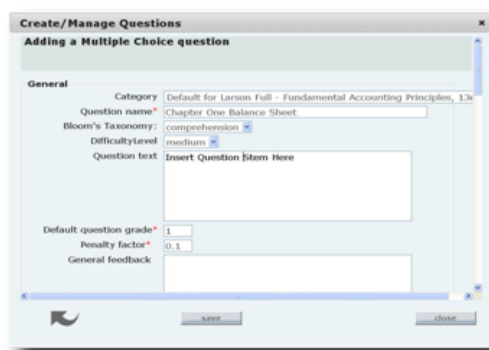
1. Click on Create/Edit Questions within Step 2.



2. Choose the type of question that you would like to create (i.e. multiple choices, true/false).



3. The category under which your questions will be saved by default is “My Question Bank”
4. Follow the instructions to create your question.





Higher Education

5. When complete, click “**Save**”.
6. Create another question by clicking on the “**create new question**” drop down arrow or click close to exit screen.

*Please Note: If you wish to create a scenario or data type question with information but no value assigned to it, use the **Descriptor** question type.*

Editing Existing or Copied Assignments:

Open the Assignment Builder by clicking on Assignments in the top menu bar.

To edit existing assignments click on the hyperlinked name of the assignment, the assignment builder will open, and you can choose any of the 4 steps to make your changes to.

Copying Assignments

The screenshot shows the 'Assignments' page in the Connect system. At the top, there is a breadcrumb trail: 'Connect > Home > Assignments'. On the right, it says 'You are logged in as QA Instructor Logout'. Below the breadcrumb is a search bar with 'assignments' entered. A 'Create Assignment' button is on the left. On the right, there are icons for 'Copy', 'Change dates', and 'Delete'. The 'Copy' icon is circled in red. Below these icons is a table with the following data:

| Assignment | Section | #Questions | Points | Start-Due | |
|------------------------------|--------------|------------|--------|------------------------|-------------------------------------|
| Assignment 1 | Wednesday 3p | 7 | 7 | Jun/23/11 to Jun/23/11 | <input checked="" type="checkbox"/> |

Check the box beside the assignment you wish to copy, and then on the Copy icon found in the top menu bar (circled above) You will be prompted to select where you would like to assign your copy to (Course, Section and Location). Once complete, it will be displayed in your current list of assignments, with the word **Copy** in the name, so you can distinguish a copied assignment from the original.

The screenshot shows the 'Assignments' page after copying an assignment. The table now has two rows:

| Assignment | Section | #Questions | Points | Start-Due | |
|-----------------------------------|--------------|------------|--------|------------------------|--------------------------|
| Assignment 1 | Wednesday 3p | 7 | 7 | Jun/23/11 to Jun/23/11 | <input type="checkbox"/> |
| Assignment 1 Copy | Wednesday 3p | 7 | 7 | Jun/23/11 to Jun/23/11 | <input type="checkbox"/> |



PUBLISHING YOUR COURSE

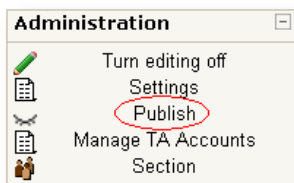
Your course and assignments **will not be visible to students for registration** until you publish your course.

To publish your course, you will need to do either of the following:

- 1) Click on the link along the top of the home page

[Click here to make this course available to your students now.](#)

- 2) On the left hand side of the screen, under “Administration”, click “Publish”.

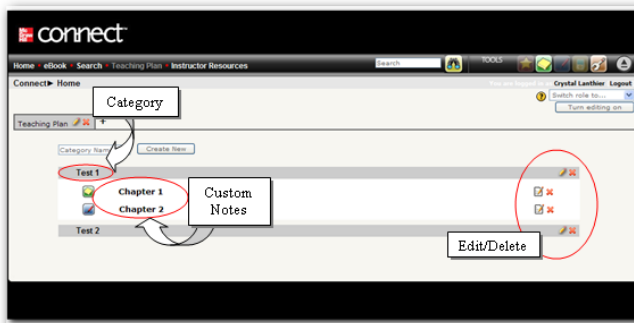


**If you do not wish to publish a customizable course, your students can still use all of the study aids Connect provides and you can still access all of the instructor resources contained within Connect.*

TEACHING PLAN

The **Teaching Plan** is the location within Connect where you can store and organize all of the assets contained within the tool, and add your own custom notes and course information. Items can be added to the Teaching Plan by using the Integrator or the various tools on the tool bar.

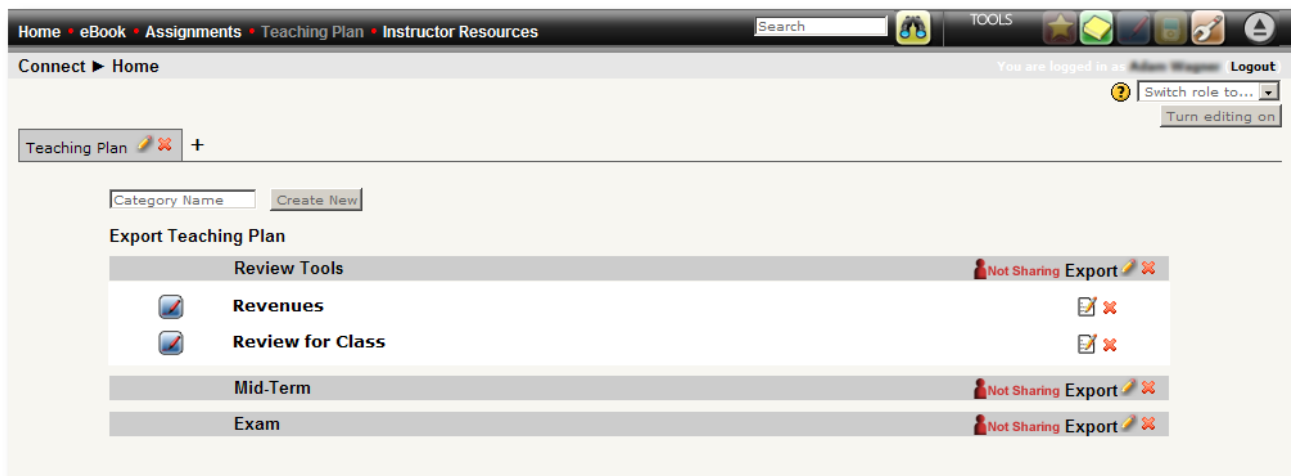
These notes are created using the various tools on the tool bar and are always saved under the teaching plan link. They are organized within specific categories that you will create and name. You may also edit or delete your notes by clicking on the respective icons (shown below).





Individual items in the Teaching Plan can be shared with students or your entire Teaching Plan can be shared with other instructors teaching the same course. To share categories with students, click on the red “Not Sharing” icon to change it to “Sharing” and insert a category in your student’s Study Plans.

To share your entire plan with another instructor, please submit a request to our technical support team at www.mcgrawhill.ca/support including your name, the other instructor’s name, and the course names of both of your courses, we’ll do the rest!



You can also export your teaching plan to a PDF file to store on your computer for reference or printing, click on the “Export” link, and a file be automatically generated.

INSTRUCTOR RESOURCES

The **Instructor Resources** tab consists of the supplements such as Instructors Manual and PowerPoint slides, as well as the RTF Test Bank files. These are organized by chapter, however if you wish to obtain the complete set, they are located at the top under **Course Wide**.



Connect ► Home You are logged in as **QA Instructor** [Logout](#)

Supplements Integrator ? Switch role to... ▼

Supplements

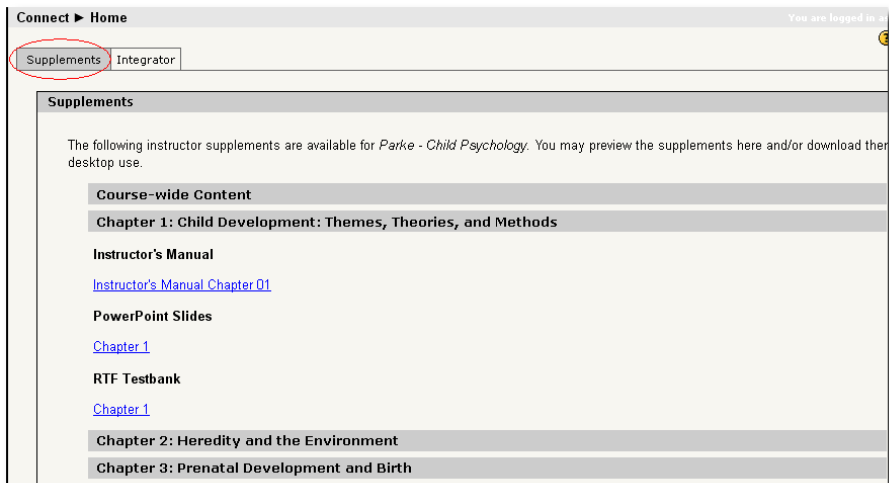
The following instructor supplements are available for *Parke - Child Psychology*. You may preview the supplements here and/or download them for desktop use.

- Course-wide Content**
- Chapter 1: Child Development: Themes, Theories, and Methods**
- Chapter 2: Heredity and the Environment**
- Chapter 3: Prenatal Development and Birth**

SUPPLEMENTS

The supplements tab contains all of the downloadable Instructor Supplements, such as PowerPoint presentations, Instructor's Manual files, RTF (MS Word) Test Bank files and other title specific assets.

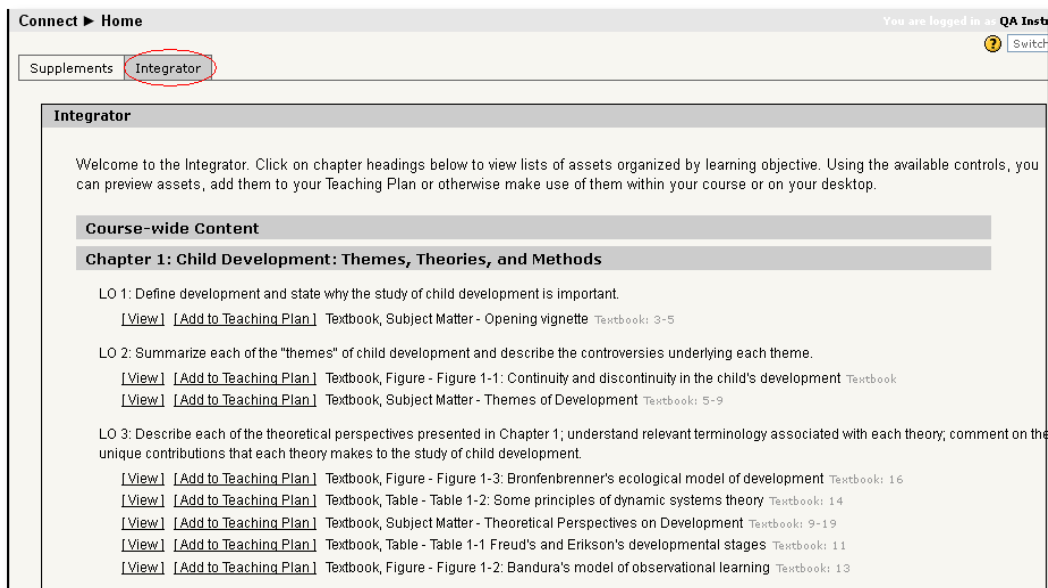
These assets are available by individual chapter or as complete chapter sets, and can be downloaded by clicking on the hyperlinked title, and following your browsers on screen prompts to save the files to your hard drive or storage device.



INTEGRATOR

The integrator tab contains an interactive list of relevant assets divided by each chapter's learning objectives (LO).

Choose the desired chapter and click on it to access a list of assets. These assets will be portions of the eBook, instructor resources, figures, tables, etc.

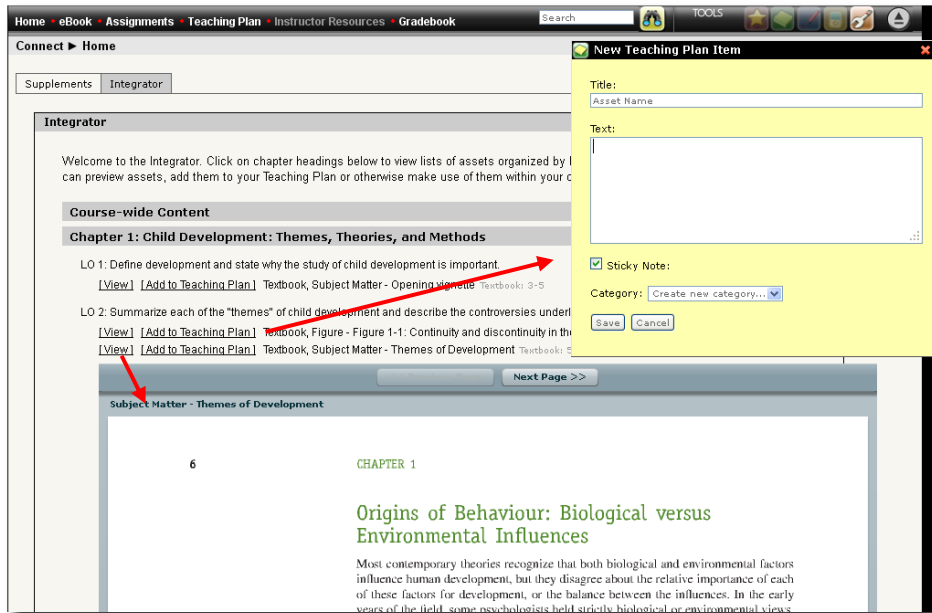


The integrator has two main functions:



Higher Education

- (1) To take you to the area in the eBook where the selected learning objective is found (It will pop-up on this page).
- (2) Create an entry for this asset in your **Teaching Plan** (and where applicable, to create a sticky note at the appropriate location in the interactive version of the eBook).



GRADEBOOK

The gradebook tab is where you will be able to view, manage and export the gradebook for your course.

First, it is organized by **Assigned** and **Self-Study** tabs at the top. **Assigned** refers to any assignments or content you have specifically assigned to your students to take. **Self Study** refers to any pre and post tests found on the course page which students can take for practice. This is a good indicator of which students are utilizing the practice questions for study purposes.

It is organized vertically by student and then average, while horizontally it is organized by assignment and course total. Clicking on a student's name will display the entire grades specific to that student.



Home • eBook • Assignments • Teaching Plan • Instructor Resources • Gradebook

Search

TOOLS

Choose an action ...

Tips:

- Click a student's assignment or question grade for additional details or to manually change a student's grade.
- Use the Item analysis to review overall submissions and identify challenging or proficient areas among students.

Assigned Self-Study

| Child Psychology | | | | |
|----------------------|---------------|---------------|--------------|--------------|
| First name / Surname | Assignment 1a | Assignment 1b | Assignment 2 | Course total |
| Demo Student2 | 6.00 | 4.00 | 0.00 | 43.48 |
| Demo Student3 | 4.00 | 1.00 | 0.00 | 21.74 |
| Overall average | 5.00 | 2.50 | 0.00 | 32.61 |
| Min Grade | 4.00 | 1.00 | 0.00 | 21.74 |
| Max Grade | 6.00 | 4.00 | 0.00 | 43.48 |

Exporting

The gradebook can be exported into four formats: Excel spreadsheet, plain text file, OpenDocument spreadsheet, and as an XML file.

To export the grade book, first select the format you wish to export into from the drop down box in the Gradebook.

Home • eBook • Assignments • Teaching Plan • Instructor Resources • Gradebook

Search

TOOLS

Choose an action ...

Tips:

- Click a student's assignment or question grade for additional details or to manually change a student's grade.
- Use the Item analysis to review overall submissions and identify challenging or proficient areas among students.

Assigned Self-Study

| Child Psychology | | | | |
|----------------------|---------------|---------------|--------------|--------------|
| First name / Surname | Assignment 1a | Assignment 1b | Assignment 2 | Course total |
| Demo Student2 | 6.00 | 4.00 | 0.00 | 43.48 |
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| Overall average | 5.00 | 2.50 | 0.00 | 32.61 |
| Min Grade | 4.00 | 1.00 | 0.00 | 21.74 |
| Max Grade | 6.00 | 4.00 | 0.00 | 43.48 |

Once you make a selection, you are given the option on the formatting of the document, how the grades are displayed (**Real**, **Percentage**, or **Letter**), and which grade items to be added (if you want to filter out specific assignments, you would uncheck the box for the assignment so those grades are not included).



Choose an action ...

Options

Include feedback in export ☐

Preview rows 10

Grade export display type Real

Grade export decimal points 2

Grade items to be included

Assignment 1a ☒

Assignment 1b ☒

Assignment 2 ☒

Course total ☒

Select all/none

Submit

Once you click **Submit**, your download will start and you can choose to **Save** or **Open** it, where you can import it into your own CMS.

***Blackboard export special notes:** Only version 6 of Blackboard will import an external Gradebook. The student must be in Blackboard before the grades can be imported, so the student ID in Connect must match that of Blackboard. The downloaded file is a comma separated value (.csv) file that is intended to be opened in Blackboard.

***Excel format special notes:** The offline export is a comma separated value (.csv) file that can be opened in Microsoft Excel. If you do not have Microsoft Excel installed on your computer, then you can open the file in Notepad or any other text editor of your choice. The file lists the last name, first name, User ID, and assignment scores.

UPLOADING A FILE

You can upload a file for your students to access on the main page of the course. You can upload almost any file format and designate where you would like the content to appear.

Under each chapter on the course main page, there is a drop down labeled “**Add a resource...**” which will allow you to either:

- Add a file to your course page
- Post a web link or URL to your course page
- Add a comment to your course page



Additional Resources

- Student Success Cycle [HIDE]
- Worksheet Preparation [HIDE]
- Accounting Cycle Tutorial [HIDE]
- TetrAccounting [HIDE]
- CGA Practice Exam [HIDE]
- Appendices [HIDE]
- Errata [HIDE]
- CRC Website [HIDE]



ATTACHING FILES OR WEB SITES

To attach a file:

- Select **“Upload or link to a file”**.
- Enter a name for the file (this will be displayed where you upload the file to).
- Enter an optional message to students regarding the file.
- Click **“Choose or upload a file”**.
- Click **“Upload a file”**.
- Click **“Browse”** and navigate to the file.
- Click **“Add to course”**.
- Choose to either **Save and display** or **Save and return to course page** to finish the upload process.

Please Note: There is an upload limit of 2MB per file.

ATTACHING A WEB LINK OR URL

To post a web link/URL:

- Click **“Upload or link to a file”**.
- Enter the URL address into the **Location** field or click **Search for web page** to browse for the web site URL.
- Choose to either **Save and display** or **Save and return to course page** to finish the process.

Any files you have uploaded will be listed in your file management window:



File uploaded successfully

Warning: Uploading copyrighted material is prohibited. McGraw-Hill Ryerson is not responsible for any infringements using this tool.

| Name | Action |
|--|-----------------------------|
| Parent folder | |
| <input type="checkbox"/> Course_Syllabus.pdf | Add to Course Rename |

With chosen files...

Once your file or web link has been uploaded or posted, you will be able to see it on your course page where you specified it.

connect

Home • eBook • Assignments • Teaching Plan • Instructor Resources • Gradebook

Search

TOOLS

You are logged in as **QA Instructor** Logout

Switch role to...

School: McGraw-Hill University Term: Section: Wednesday 3pm

[Click here to make this course available to your students now.](#)

Additional Resources

Course Syllabus [HIDE]

Add a resource...

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Author Details

Administration

- Turn editing off
- Settings
- Publish
- Manage TA Accounts
- Section

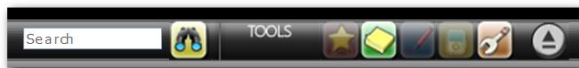


TOOL BAR

The tool bar is found at the top right corner of the page and is used to create personalized notes and references. The toolbar functions are not active in all areas of the site. When an icon on the tool bar recedes into the background this means that you cannot use the tool in that specific area.

*To use the toolbar within your eBook, you must have the eBook in **Web View** (see eBook for details)

The toolbar has seven interactive items:



1. SEARCH



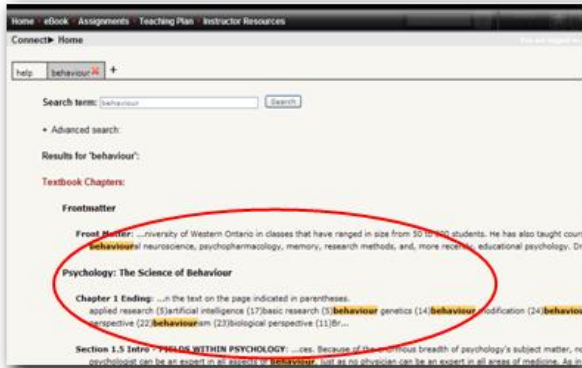
Search allows you to search the course resources by keyword. The search results are listed beneath with a hyperlink for quick access. Your search remains saved for the duration of the session, it will reset when you logout.

How to use the search tool?

1. Enter keyword into the **search** tool.



2. Keyword results are generated, click on desired link to access information. Search function includes the **eBook**, **Teaching/Study Plan** and **Instructor Resources**.



2. BOOKMARK



The **Bookmark** tool remembers saved eBook pages for easy reference.

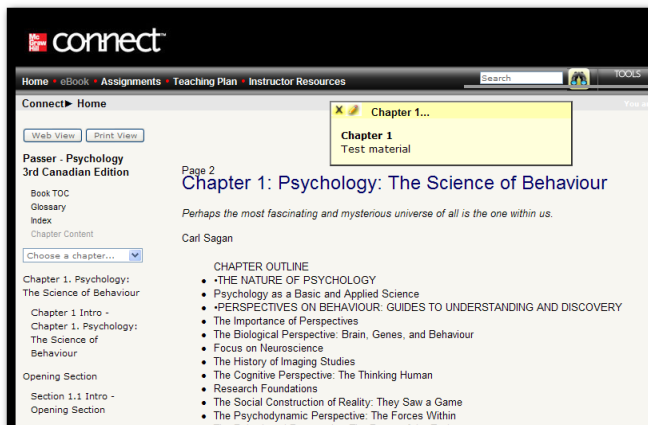
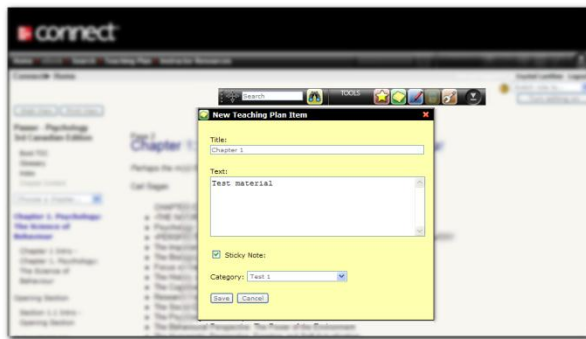
3. STICKY NOTE



The **Sticky Note** tool performs as a regular sticky note would. You can use this tool to identify important text or to attach additional information to a desired area. You can also choose to publish these sticky notes to your students. Therefore, when students log into their course, they will see the note on the same page of the eBook, and in a special “Instructor Created” category in their student study plan

How to use the sticky note tool?

1. Click on the **sticky note** button.
2. Enter a title to identify sticky note.
3. Type desired text. (You can copy and paste information but it must be copied before clicking on the sticky note tool)
4. Select or create a new category under which it will be saved.
5. Save or cancel your sticky note.
6. If saved, you can find your sticky note under the **Teaching Plan** link (on menu bar) and at the location where you created it.



(Sticky Note displayed on page)

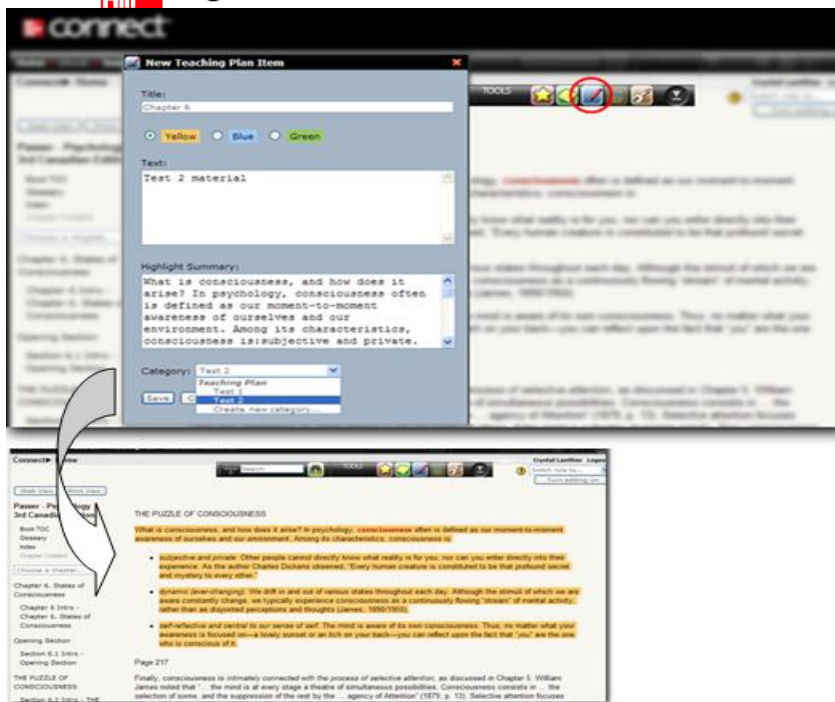
4. HIGHLIGHTER



The **highlighter** tool allows you to highlight text and save it under the teaching plan for quick access.

How to use the highlighting tool?

1. Highlight desired text from the **eBook** (hold left button on your mouse and drag over text)
2. Click on the **highlighter** tool button.
3. Enter a title.
4. Choose a colour for the highlighter (yellow, blue or green).
5. Write further information to identify highlighted text (in text box)
6. Select or create a new category under which it will be saved.
7. Save or cancel your highlighted information.
8. If saved, your highlighted text can be found under the **Teaching Plan** link and will remain highlighted in the eBook.



5. MEDIA ASSET



The **media asset** tool is used to save pictures, graphs, charts, etc. into your teaching plan. Any image can be saved if it is accompanied by the media asset button.

How to use the media asset tool?

1. Click on the *media asset button* located beside the image you want to save.
2. Enter a title and the desired text to describe the image.
3. If you would like a sticky note to appear beside the image in the eBook, add a check mark to the sticky note box. **The sticky note will have the same title and text that you entered in step 2.*
4. If you would like the image to appear in your teaching plan, you must check that the *textbook image* box is marked. If it is not, only the title, your description of the image and the direct link will appear in your teaching plan.
5. Select or create a new category to save your image under.
6. Save or cancel your media asset.
7. If saved, this information can be found under the **Teaching Plan** link.



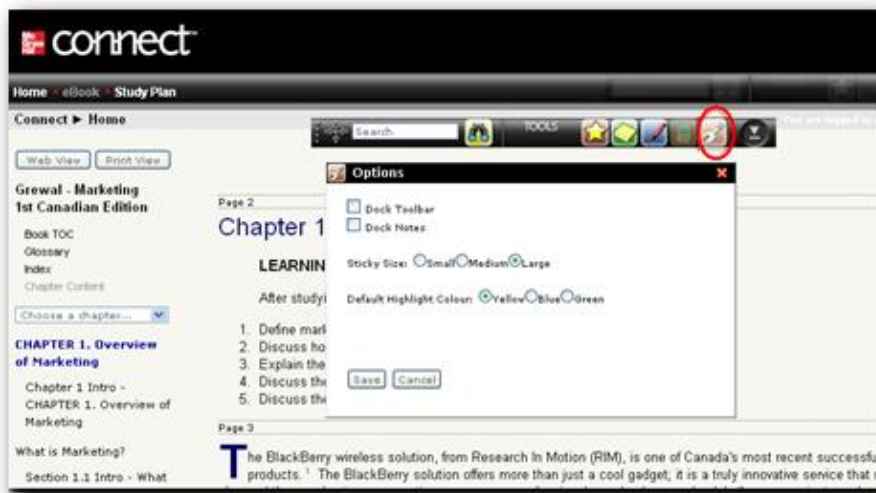
6. SET OPTIONS



The **set options** tool allows you to change the toolbar default settings. With this tool, you can alter the docked status of your toolbar and notes, the size of your sticky notes and the default highlighting colour.

How to use the set options tool?

1. Click on the **set options** button.
2. Choose the desired settings, click **save**.





Higher Education

7. DOCKING/UNDOCKING TOOL

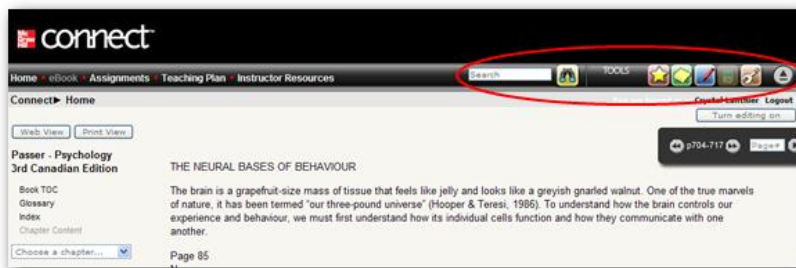


The toolbar can be **docked** and **undocked** by simply clicking on this button. By undocking the toolbar you can scroll up and down the website's pages and the toolbar will remain visible on your screen.

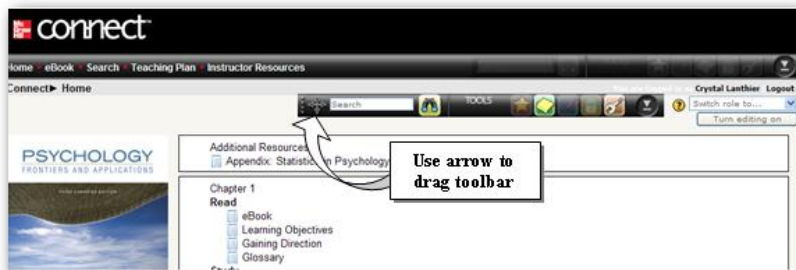


Once you have undocked the toolbar you are free to move it around your screen. To do so, click and hold the four-pointed arrow icon and drag the toolbar to the desired area on your screen.

Docked Toolbar:



Undocked Toolbar:





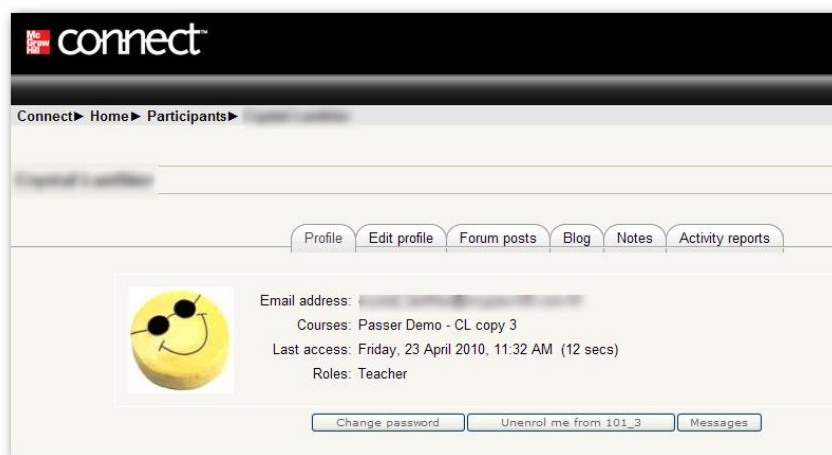
PROFILE

Your personal profile page is accessed by clicking on your name in the top right hand corner of the screen.

From this tab, you can create a personal profile for your students to see.

You can upload a picture; reset your password or remove yourself from a course in this area.

You can also monitor course activity from the **Activity reports** page tab, or make edits to your own profile from the **Edit Profile** Tab.

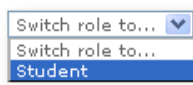


*At this time, McGraw Hill Ryerson is not supporting the Blog function, but we have not restricted access to it. It can be accessed, if desired, via the Profile page.

SWITCH ROLES

This feature allows you to view your course as a student would see it when they log in. This will allow you to see what exactly students have access to, including resources and if a posted quiz is visible to them.

To switch your role to a student, on the top right corner of the page is a **Switch role to...** drop down box. From there, you would select **Student** which will automatically reload the page in student view.



To return back to your instructor view, click **Return to my normal role**, located under where you changed roles.



HELP TOOL

The help files are at your fingertips with the new “Help” feature located at the top right corner of your Connect account and course pages.



Clicking this page will list selected help files for you to access.



The resources currently available to you are:

- Instructor and Student Connect User Guide
- Instructor and Student Connect Registration Guide
- A link to submit a support ticket
- Browser diagnostic tool

* Note: A compatible PDF reader is required in order to view the documents. If you do not have a PDF reader, you can download Adobe Systems Acrobat Reader for free at:

<http://get.adobe.com/reader/>

BROWSER DIAGNOSTIC TOOL

The browser diagnostic tool will analyze your browser to determine if you meet the requirements to have the most optimal user experience while on Connect.



It will run a check on the following features:

- JavaScript
- Adobe Flash
- Adobe Shockwave
- Java Applet
- Popup Window settings

If any of the above is **Red**, then you should resolve the issue as this can prevent future issues while on Connect, and can also resolve any issues you may currently be experiencing.

| Connect Diagnostics Tool | |
|--------------------------|------|
| Check Javascript: | Okay |
| Check Flash: | Okay |
| Check Shockwave: | Okay |
| Check Java Applet: | Okay |
| Check Popup Window: | Okay |

LOGOUT

The logout link is located at the top right corner of both the Connect and each of your course's homepages, in the top right hand corner of the screen. Click **Logout** to log out of Connect.

